

Minneapolis Department of Civil Rights

Small and Underutilized Business Program (SUBP) Presentation to HHS Committee

July 14, 2003



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SUBP Overview

■ Policy

- It is the policy of the City of Minneapolis and MCDA to increase the level of participation of qualified and available small, women-owned and minority-owned business enterprises in public contracts over \$50,000 (goods and services) and over \$100,000 (construction services and development projects)

■ Mission Statement

- To encourage and foster the economic development and expertise of small business, including those owned by women or minority persons, by addressing barriers to their success and promoting their opportunity to participate in the commerce of the City of Minneapolis and the regional economy



2003 Program Objectives

- Each City Department will have a liaison to SUBP
- Establish and monitor hiring and participation goals for City-sponsored projects/contracts so that protected classes have an equal opportunity to benefit through employment and business activities
- To encourage, foster, and improve the economic development and expertise of certified small business enterprises, including those owned and operated by women and minorities
- To improve access and opportunities of S/W/MBEs to City contracts to construction, goods, and professional services



2003 Program Accomplishments

■ Department Liaisons

- Thus far, 13 liaisons have been identified or 65% of 20 City Departments. A training session for liaisons is scheduled for July 23, 2003 at 10 am in City Hall Conference Room 241.
- Purpose Statement for Dept. Liaisons: The Department Liaisons to the Small and Underutilized Business Program will serve as a connection between their designated department and SUBP for practices such as the contracting of work to be performed, services to be rendered or goods to be purchased. The Department Liaison will work with SUBP and certified small, minority and women owned business enterprises within the 15 county Metropolitan Statistical Area (MSA) to create a network between their department and certified minority and women owned enterprises to increase levels of utilization of eligible businesses for City of Minneapolis funded contracts.



2003 Program Accomplishments

■ Establish/monitor hiring and participation goals

- SUBP has reviewed scopes of work on 110 City funded projects from January 1 through June 30, 2003. The purpose of the review is to determine project goals.

Department	Number of reviews and/or project goals set
■ Building Commission	5
■ Finance Department	1
■ Fire Department	1
■ Human Resources	1
■ Inspections Department	1
■ Minneapolis Convention Center	7
■ Minneapolis Community Development Agency	15
■ Minneapolis Engineering Lab	11
■ Minneapolis Park and Recreation Board	4
■ Procurement Department	1
■ Public Works	61
■ Tech. Management	2
■ Total Number of Project Goals Set	110



2003 Program Accomplishments

■ Improve Economic Development of Certified Small Business Enterprises

- Since January 2003, SUBP held five educational sessions designed especially for certified small and underutilized businesses

■	January	N/A	No Seminar this Month
■	02/26/03	9:00-11:00 a.m. Certification Information Session	Minneapolis Urban League
■	03/26/03	9:00-11:00 a.m. Procurement/Purchasing Session	Minneapolis City Hall
■	04/21/03	2:00-4:00 p.m. Procurement/Purchasing Session	City of Lakes Building
■	05/29/03	2:00-4:00 p.m. Procurement/Purchasing Session	Minneapolis Urban League
■	06/26/03	1:00-3:30 p.m. Unisys Information Session	Minneapolis



2003 Program Accomplishments

■ Projects Completed by Intern:

- Performed analysis of 2002 fiscal year City of Minneapolis contracts and the utilization of S/W/MBEs. Analysis reflects overall 7.81% S/W/MBE utilization of \$417,331,878 total payment to businesses contracted.
- Created survey form and mailed to professional service contractors to use response information to create a hand-out about the City of Minneapolis bidding process.
- Performed analysis of 2002 contracts monitored by SUBP and the utilization of S/W/MBEs.
- Helped complete First Quarter 2003 SUBP Report.
- Revised SUBP Resource Guide.
- Worked with Department Liaisons to identify department decision makers. Also organized a training session for all liaisons to inform them of their duties and the SUBP program and processes.
- Updated SUBP website.



Performance Measures

■ Analysis of City of Minneapolis Contracts

■ *Results from 2002 Fiscal Year*

	Number	Percentage
■ Total Number of Businesses Contracted	5979	100%
■ Total Number of Minority-Owned Businesses Contracted	54	0.90%
■ Total Number of Women-Owned Businesses Contracted	47	0.79%
■ Total Number of Small Businesses Contracted	68	1.14%
■ Total Number of Minority-Owned, Women-Owned and Small Businesses Contracted	169	2.83%
	Dollars	Percentage
■ Total Payment to Businesses Contracted	417,331,878	100%
■ Total Payment to Minority-Owned Businesses	9,950,639	2.38%
■ Total Payment to Women-Owned Businesses	7,269,921	1.74%
■ Total Payment to Small Businesses	15,386,467	3.69%
■ Total Payment to Minority-Owned, Women-Owned and Small Businesses	32,607,027	7.81%

Performance Measures

■ CENTRAL CERTIFICATION PROGRAM (CERT)

■ Month	SBE	S/MBE	S/WBE	S/M/WBE	Total
■ January	3	4	4	1	12
■ February	2	0	3	0	5
■ March	3	4	8	3	18
■ April	3	4	9	2	18
■ May	3	5	4	0	12
■ June	6	2	5	0	13
■ Totals	20	19	33	6	78

- On January 1st there were 508 certified vendors – On June 30th there were 594 certified vendors



Performance Measures

- **Improve Access and Opportunities of S/W/MBEs to City Contracts to Construction, Goods, and Professional Services**
 - Establish Department liaisons and training
 - 65% Department liaisons appointed
 - Training scheduled for July 23, 2003
 - Liaisons shall provide SUBP with quarterly utilization reports. If needed, SUBP will work with departments to increase utilization of S/W/MBEs



Performance Measures

- **Number of Procurement Fairs, Pre-Bid meetings, etc. related to City goals for SUBP**
 - To date, have attended ten pre-bid meetings.
 - SUBP participates in two of the major procurement fairs (Minnesota Minority Supplier Development Procurement Fair) and SADBOC (Small and Disadvantaged Business Opportunity Council). The criteria used to determine the events we attend/participate in is cost to participate and the fair's targeted audience.
 - JIT as CERT administrator, participates in many fairs to interest small businesses in joining the CERT program.



Performance Measures

■ Number of Educational Seminars for Certified Businesses

- Held five educational seminars from January 2003 through June 2003. The attendance range was 10 to 225, with an average attendance of 85. The seminar with 225 people in attendance was in partnership with Unisys Corporation.



Performance Measures

■ First Quarter Report for 01/01/03 - 03/31/03



Conclusion

■ Questions and Answers

